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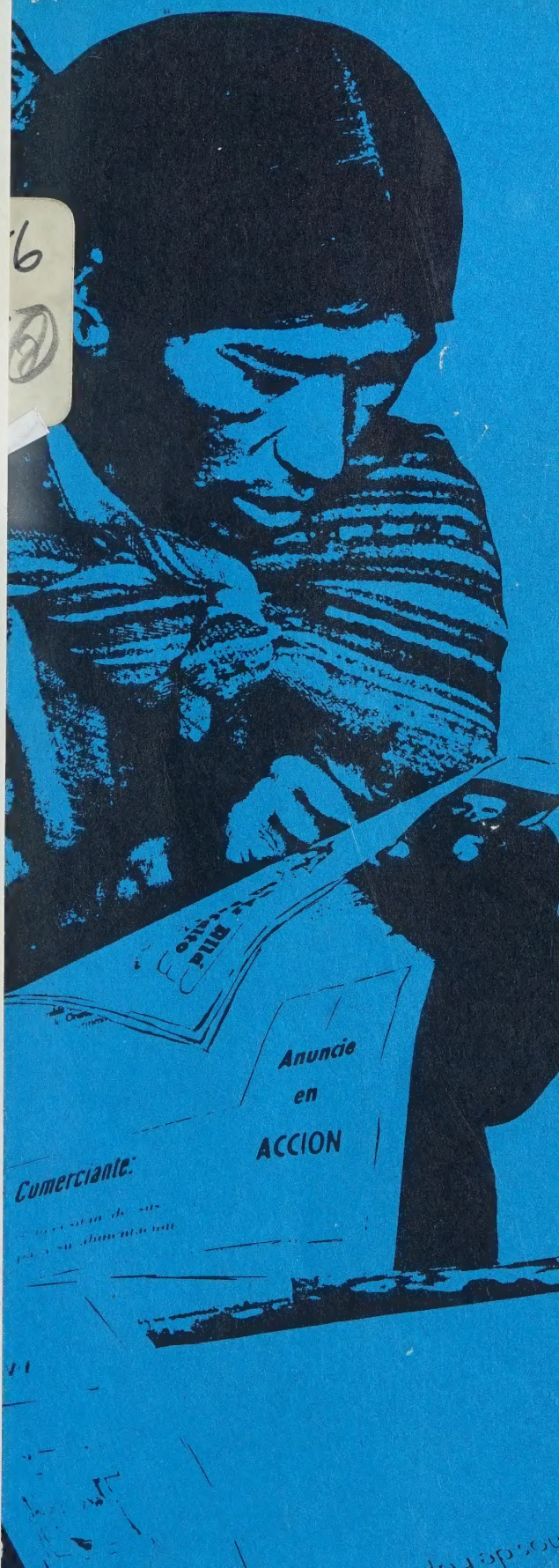
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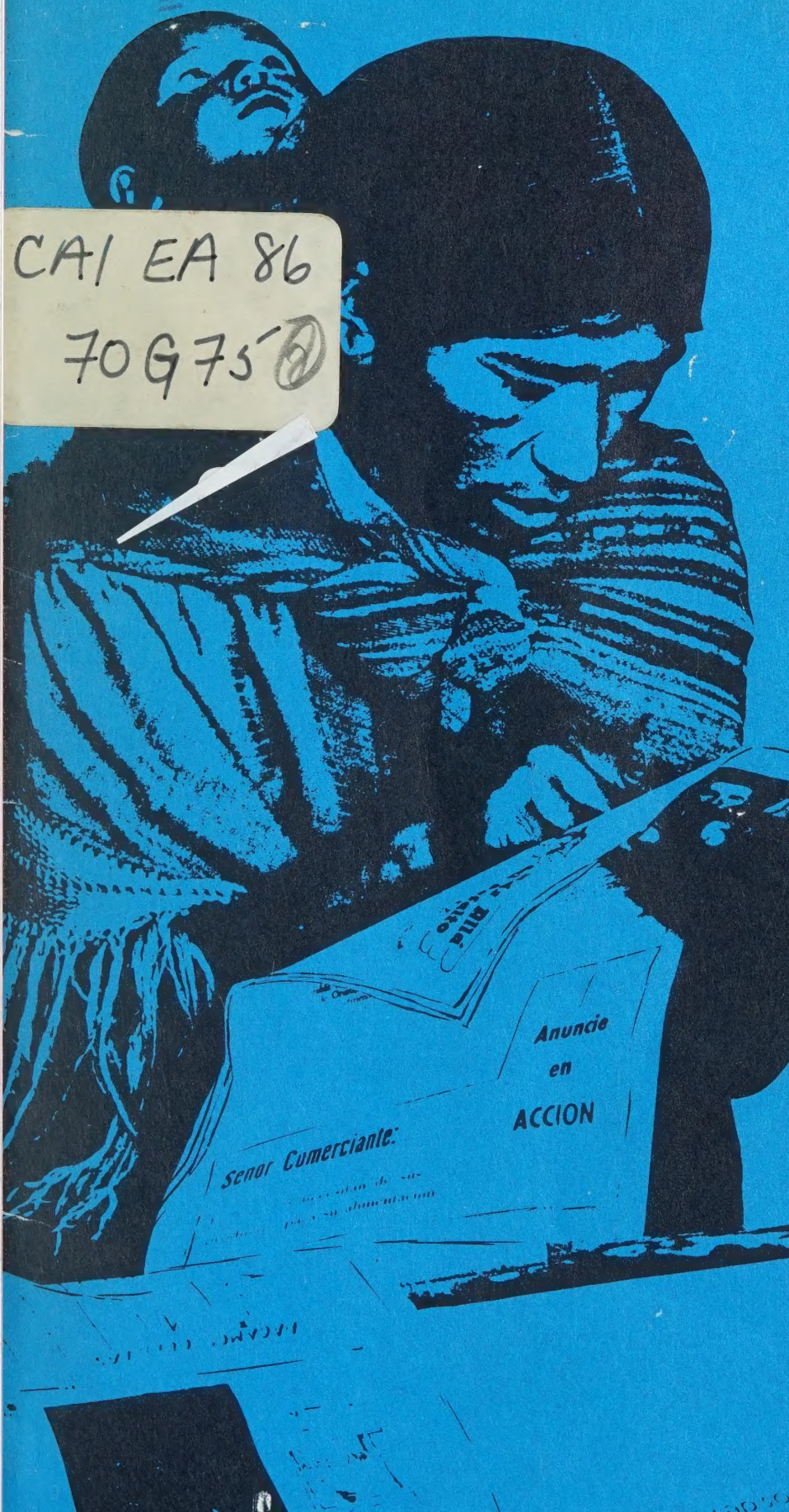
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Special Programs Division
Guide for organizations
seeking project assistance

[General publications]

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The Canadian International Development Agency

The Canadian International Development Agency administers the Canadian government's program of international development assistance. This program consists basically of three different types of aid. CIDA undertakes bilateral (government-to-government) assistance involving educational and technical scholarships, industrial commodities, food, expert advice and capital work. A significant part of Canada's development effort is also channelled through international agencies such as the United Nations Development Program (UNDP), the World Bank and its affiliates and regional development banks. A smaller but rapidly growing part of Canada's program is its assistance to Canadian non-governmental agencies aimed at strengthening and increasing their participation in international development.

Cover: A young Bolivian woman is learning to read with the help of an educational program organized by a Canadian religious order.

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Selection of Projects

The developing countries finance about 80% of their development needs through their own savings and international trade. Thus, they rely on the richer countries and international agencies for less than 20% of their development needs. They use this primarily to finance projects which require foreign exchange for goods and services which are not available locally.

Criteria for Assessing Projects

Since funds are limited, CIDA tries to ensure that Canadian aid is spent wisely and efficiently by financing the most productive projects.

Before CIDA can agree to support a development project several questions have to be answered. Does it have high priority in the overseas country's development program? Can Canada provide the required assistance efficiently and economically? Has the requesting country made good use of aid previously supplied by Canada? Should the aid be financed by a grant or development loan? Has an international organization considered the request and, if so, what were its findings? These are only a few of the questions to which CIDA must seek answers.

CIDA also has to consider the priorities of particular sectors of development, such as agriculture, forestry, fisheries, power generation and transmission, communications, education, aerial surveys, and public health. Unplanned aid, as both the developed and developing countries have learned to their cost, can end up as aid that is misdirected or misapplied.

For these reasons, all projects submitted by developing countries for official Canadian assistance are examined in detail by CIDA's Planning and Economics Branch to determine if they are eligible for help and, if so, with what degree of priority and to what extent.

Assistance to International Development by Non-Governmental Agencies

The funds administered by CIDA form only part of Canada's assistance to developing countries. During 1969, for instance, Canadian non-governmental

agencies collected and transmitted about \$36 million for development programs overseas.

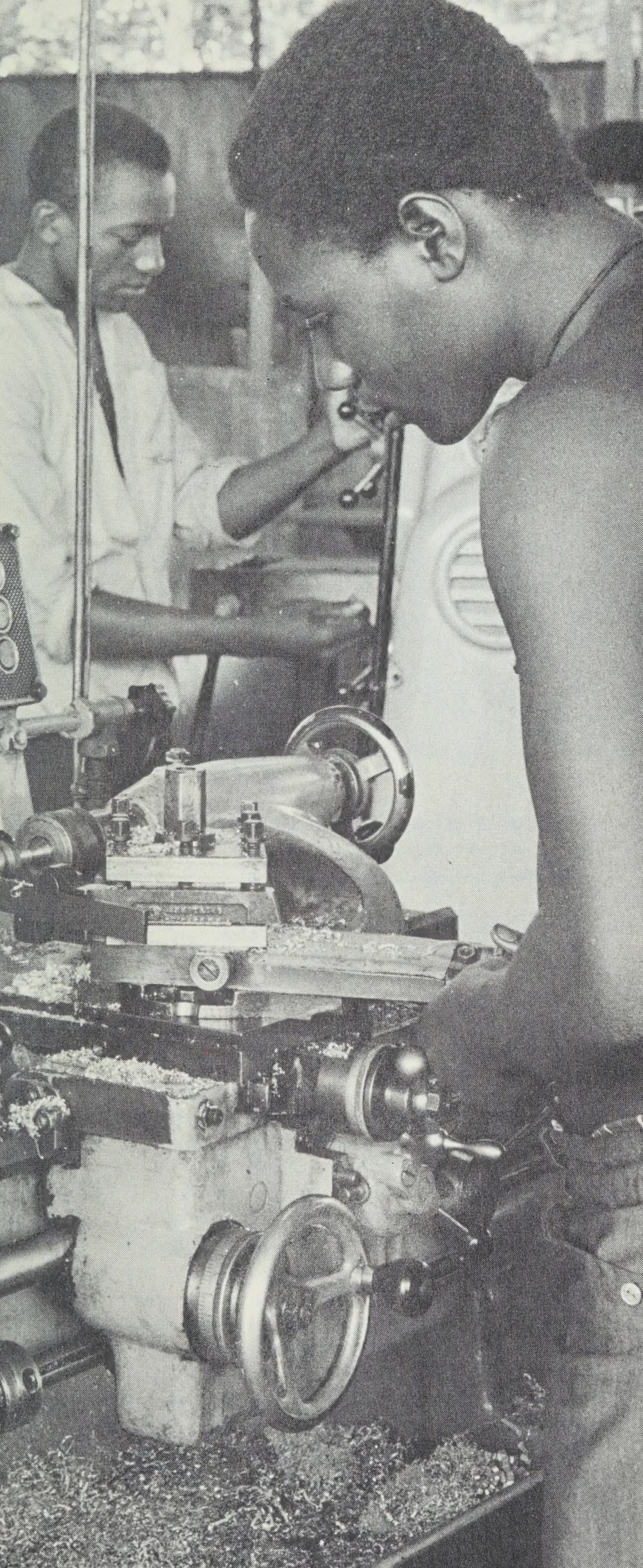
Increased private programs are vital, therefore, as a complement and a supplement to the official aid program, particularly in areas where their private character enables them to operate more efficiently than governments. Recognizing their importance, CIDA has established a Special Programs Division to assist Canadian non-governmental, non-profit organizations to encourage, strengthen and increase their participation in international development. It does so by sharing in the financing of sound projects which are undertaken by Canadian non-governmental agencies in close consultation with appropriate agencies in the developing countries; such projects should quickly become self-supporting. Through the Special Programs Division CIDA may make grants to national or parent bodies of Canadian organizations for development projects generally compatible with Canada's official aid policies. Assistance to any project or program is based on a "matching" principle and should increase the extent or scope of Canadian activity. The contribution from CIDA is normally one-third of the total cost of the project submitted by the Canadian organization.

CIDA must assess the eligibility and priority of non-governmental projects on the basis of factors similar to those outlined under "Selection of Projects", above. For this reason, organizations that seek assistance from CIDA should provide detailed information with their submissions, since they cannot be processed until all relevant data is received. The following sections indicate the information that is required.

The Nature of the Canadian Organization

Each organization that seeks financial assistance from CIDA for one or more projects in aid of developing countries must be:

- (a) Clearly identifiable as Canadian;
- (b) A national or parent body in the case religious organization not an individual order, parish, chapter or branch;
- (c) Operated efficiently to ensure competent execution of the project;
- (d) Prepared to provide CIDA with financial state-



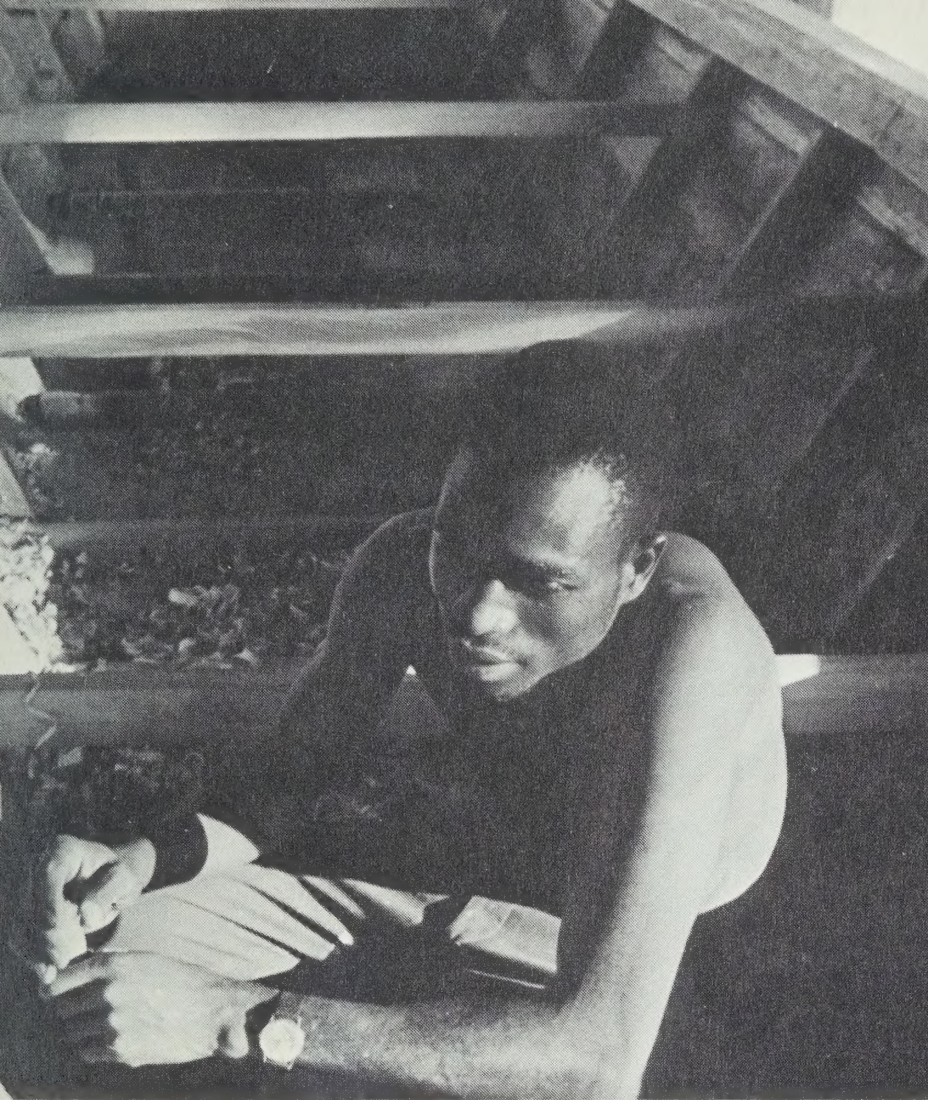


The Canadian Hunger Foundation has helped introduce the trade of boat building to the coasts of Dahomey.

ments indicating its ability to meet its share of the obligations connected with the project.

Information Required with First Submission:

- 1** Full legal name;
- 2** Business address and telephone number;
- 3** Date of founding and incorporation (if incorporated);
- 4** A copy of the organization's charter of incorporation; memorandum of understanding; statutes; constitutions; by-laws; or similar documents;
- 5** Names of the chief executive officer and principal staff;
- 6** Names of the officers and members of the Board of Directors (or similar governing body), date of election and how elected;
- 7** A copy of the most recent audited annual financial statement;
- 8** The registration number issued by the Registrar-General of Charitable Organizations (if the or-



ganization has been registered for the purpose of the Income Tax Act);

9 A copy of the most recent Annual Report or similar document;

10 Copies of any recent pamphlets, newsletters or bulletins which may provide more information about the activities of the organization;

11 The name and address of any international organization to which the Canadian organization is affiliated.

When submitting a request to CIDA for the first time, each organization is requested to supply this information to the Director, Special Programs Division, Canadian International Development Agency, Ottawa 4.

It is unnecessary for an organization to supply this data each time a request for assistance is made. Each organization should, however, ensure that the information on file with the Special Programs Division of CIDA is kept up to date. Changes of address, officers, Board members and senior staff should be reported as they occur. Copies of Annual Reports and financial statements should be sent to the Division on issue. The Division would also appreciate being placed on the distribution list for news bulletins and similar publications.



Residents of Comas, Peru, work on the installation of a water distribution system.

Project Information

The following information is required by the Special Programs Division on each project for which financial assistance is sought:

- 1** Name of organization making the submission; (Data requested in the above section, if not previously provided to CIDA, should be attached.)
- 2** Name of project and exact location;
- 3** Brief (one paragraph) project outline including principal objectives, duration, and features of the project;
- 4** A project budget indicating initial and operating costs and sources of special and continuing financial support;
- 5** (a) Name, address, and principal officer of agency in recipient country that will be responsible for implementing the project and person in charge of the project;
(b) Information about receiving agency with data on formation, aims and objects, projects previously implemented, source of income, whether it is incorporated or has any official status;
(c) Relationship between the Canadian agency submitting funds and the agency in the recipient country;
(d) An explanation as to whether or not funds will be transmitted directly or through some international office.

Detailed Project Information

A detailed description of the project, including:

- 1** a list of the principal materials, goods, equipment and services required;
- 2** an indication of where these will be obtained, and the estimated costs;
- 3** an estimate of the costs of the labor (including supervision) necessary to initiate the project;
- 4** an estimate of the annual operating costs, including employees, materials consumed, and upkeep of buildings and equipment;
- 5** an indication of the region to be served by the project, and similar projects in existence or planned:
 - (a) within this region;
 - (b) within adjacent regions;
 - (c) elsewhere in the recipient country;
- 6** brief information about the size of the population to be served by the project and their present eco-

conomic and social conditions;

7 relation of the project to the priorities indicated in the recipient country's development program;

8 benefits the project will generate (e.g. how many people will benefit from the project each year, and in what ways);

9 estimate of the useful life-span of the project, without further major capital expenditure;

10 an outline of the timetable and methods of operation for implementing the project.

Government Support

1 Has the approval of the government of the recipient country been obtained?

2 Has the government of the recipient country agreed to grant any concessions on import duty or other taxes?

Project Supervision and Follow-Up

1 How will the project be supervised and by whom? Give details.

2 What follow-up is envisaged to ensure that the project continues to function effectively and efficiently after completion?

3 Will the project be administered by local people? If not, what plans are there for handing it over to a local administrator? If the project will continue to function under foreign control, indicate why this is necessary and for how long.

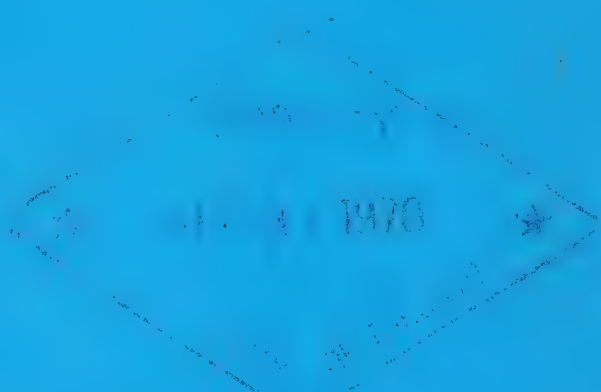
Copies should be supplied of any available reports or other documents that will assist CIDA to evaluate the project, such as sketch maps, site plans, statistical and financial analyses, flow charts, implementation schedules, feasibility studies and cost-benefit analyses.

If similar projects have already been implemented in the recipient country or elsewhere by the sponsoring organization or some similar group, particulars of these should be provided for comparison purposes.

Further Information

Further information on the program for Canadian non-governmental agencies can be obtained from the Special Programs Division, Canadian International Development Agency, Ottawa 4.

General information about CIDA may be obtained by writing the Director of Information.





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